

**CITY OF FRANKLIN
POLICE & FIRE COMMISSION MEETING
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM
9229 W. Loomis Road, Franklin, Wisconsin 53132
Wednesday, October 17, 2012 @ 5:00 p.m.**

MINUTES

- I. The October 17, 2012 Police & Fire Commission Meeting was called to order at 5:00 p.m. by Commission President Donohoo in the Inspection Conference Room at Franklin City Hall.

Members present were Commissioners Donohoo, Lindner, Nelson, Maher-Johnson and Sass. Also in attendance were Fire Chief Martins, Fire Lieutenant Hays and Human Resources Coordinator Zahn.

- II. Approval of Minutes from August 29, 2012.

Motion by Commissioner Sass and seconded by Commissioner Maher-Johnson to approve the minutes as submitted. Motion Carried: Ayes – All.

- III. Promotion to Fire Department Battalion Chief –Promotion of Fire Lieutenant Patrick Hays. The Police and Fire Commission may enter into closed session pursuant to sec. 19.85(1)(c) to consider the promotion of Fire Lieutenant Patrick Hays to the position of City of Franklin Battalion Chief. The Commission will then reconvene into open session at the same place thereafter to act on such matters discussed therein as it deems appropriate and to continue the meeting agenda items.

Motion by Commissioner Lindner and seconded by Commissioner Maher-Johnson to go into closed session at 5:02 p.m. Upon Roll Call Vote Motion Carried: Ayes – All.

The Commission reconvened into open session at 5:19 p.m. after a unanimous vote. Commission President Donohoo explained that in closed session the Commission discussed with the Fire Chief the selection process used to select Hays as the new Battalion Chief.

Motion by Commissioner Lindner and seconded by Commissioner Sass that Lieutenant Patrick M. S. Hays is hereby appointed as Battalion Chief effective 10/22/12, subject to a 1 year introductory period, commencing on the date of appointment with the introductory period expiring after 1 year unless extended by the Commission, that the Chief will provide the Commission periodic reports of his progress as required, and pursuant to completing his 4 year degree as required and discussed (which includes showing continued progress toward obtaining the degree). Motion Carried: Ayes – All.

- IV. Update on the Hiring Process for Firefighter/EMT's

Chief Martins explained that they will be hiring 4 Firefighters. He would like them all to start at the same time and they should be ready about mid-November.

- V. Update on the discussion of the Public Policy Forum Exploring Shared or Consolidated Fire Services in Southern Milwaukee County study by other City of Franklin entities.

Commissioner Donohoo explained that the scheduled meeting to discuss the consolidation had been canceled and has not yet been rescheduled.

- VI. Fire Department Chief Hiring Process – The Police & Fire Commission will have a general initial discussion of the hiring process in open session. However, since the Police & Fire Commission may discuss actual persons, the Police & Fire Commission may enter closed session pursuant to sec. 19.85(1)(c) to consider employment of one or more public employees over which it has jurisdiction or exercises responsibility. The Commission will then reconvene into open session at the same place thereafter to act on such matters discussed therein as it deems appropriate and to continue the meeting agenda items including a general discussion of the hiring process.

Commissioner Donohoo explained that when discussing the actual process that will be used to fill the position the Commission will be in open session, however, if talking about individual persons this will be done in closed session.

Motion by Commissioner Maher-Johnson and seconded by Commissioner Sass to go into closed session at 5:27 p.m. Upon Roll Call Vote Motion Carried: Ayes – All.

The Commission reconvened into open session at 5:54 p.m. after a unanimous vote.

Commissioner Donohoo explained that individual persons were discussed during the closed session. There was discussion during open session on who will be able to apply for the position, the need to adjust the qualifications listed on the job description, and the selection process. No action was taken at this time.

- VII. Police & Fire Department Informational Items

Commissioner Donohoo explained that the vacant Detective position at the Police Department will not be filled until the 3 new officers are more trained.

The Fire Lieutenant promotion will hopefully be ready at about the same time as the 4 new Firefighter/EMT's.

Chief Martins reminded the Commission that the annual Spaghetti Dinner is tomorrow night.

- VIII. Future Meeting Dates and Agenda Items

Numerous meetings will need to be held to approve appointments to the Police and Fire openings and to conduct the Fire Chief hiring process. No meetings were scheduled at this time.

- IX. Adjournment

Motion by Commissioner Sass and seconded by Commissioner Maher-Johnson to adjourn the Police & Fire Commission meeting at 6:16 p.m. Motion carried: Ayes-All.